



HMX-1 Check-In Gouge



Welcome to HMX-1! Please follow these instructions in order to help guide you through the check-in process upon arrival. This handout is intended to supplement your official check-in sheet, and provide important details about the check-in process that cannot be found elsewhere. The check-in process is mostly unsupervised, so feel free to ask any Officer/SNCO if you need to be pointed in the right direction. You can also contact your Sponsor or the HMX-1 Recruiting Office (571-494-4929) / HMX-1Sponsorship@whmo.mil if you have any questions at all. Welcome aboard.

1. Pass & Tag. You no longer require a Quantico base sticker or MCAF sticker for access to the airfield, however you still need to register your vehicles with Pass and Tag. Visit Pass & Tag first before attempting to drive onto the airfield. Bring your current DOD decal number, registration, driver's license, and current insurance (doesn't matter what state as long as it is current). 27130A Telegraph Road; 703-432-7375; 0700-1530.
2. MCAF Sticker. No longer required to get onto the airfield, however they will expect you to show them your issued squadron badge. Tell them you are a new check in and you will be allowed access to the parking lot. If you park at Larson's gym, you will need to have your sponsor or another squadron member escort you through the ECPs.
3. Check in with the Adjutant/CO/XO/Sergeant Major. The Command Suite is on the 2nd Deck of the Cage Hangar (Bldg 2134). Officers will check in with the CO (Col Bufton) or the XO (LtCol Sarno), and enlisted Marines will check in with the SgtMaj. You can then change from Alphas into the uniform of the day to continue your check-in process. Have your HMX patch handy with Velcro if your uniform requires a patch. *Aircrew – HMX-1 wears GREEN flight suits year-round, with NO Velcro on the shoulders, brown leather boots and black Lox boots (Cage). Officers – Call the ODO (571) 494-4875 to check the CO's schedule for a good time to check in, and bring a checkbook to pay the Adj your O'Dues.*
4. IPAC (check map). On the day you report, attend the mass new-join brief at IPAC at 0800 or 1300, Monday - Friday (arrive at 0745 or 1245 to sign in). This should be accomplished before checking in to the squadron. Bring your OQR/SRB, PCS worksheet, and any required paperwork for your PCS travel claim. They will process your leave and travel claim, as well as update your online records. This may take 1-3 hours, depending on the amount of check-ins. *Keep in mind you may also have to visit TMO to complete your PPM/HHG claims separately.* M,W,F 0700-1700; TH 0700-1200; 703-432-1243
5. Security Admin. Located downstairs in the Cage Hangar, by the "Fish Bowl". They give you your access badge, add certificates to your CAC for ECP gate access, and manage your security clearance. Turn in your government and/or civilian passport, if you have one. If you don't have a passport at all, you must show your original birth certificate to process your application. ***Ensure your online e-QUIP application is complete well in advance of check-in. Security Admin will not sign your check-in sheet if you are not complete.*** Bldg 2134, 703-494-4631
6. Medical / Dental. Located on the second deck of building 2132. Medical and Dental are co-located. Medical has extremely limited check-in hours: Mondays, Tuesdays, and Wednesdays after 1330-1500 – no exceptions. *Aircrew – Make sure to get an Admin Up Chit during those hours, and turn it in to DOSS.*
7. Aviation Supply (Aircrew Only). Bldg 2121 on the 3rd Deck, just south of the Air Station, across from the OCS chow hall. Hours 0800-1100 & 1300-1600. Take your NATOPS, so they can update it. Also take a parachute bag or a sea bag, because they will give you lots of new flight gear: 6 total patches (2 x HMX, 2 x POTUS, 2 x VPOTUS), green flight suits, brown Belleville flight boots, black Lox boots for Cage and Anacostia, cold weather flight gear, gloves, and anything else you need replaced. About patches – they will give you two HMX patches without Velcro – take those to Flight Equipment in the Stake Hangar (V-22) and Cage Flight Equipment in the Cage Hangar (Helo) and they will swap them with patches with Velcro.
8. TMO. Check in with TMO if you conducted a PPM or HHG move. Bldg 2009 on the 2nd Deck, call (703) 784-2831 to make sure you have your paperwork ready. This can wait until after you complete your initial check-in at HMX-1.

9. CAGE HANGAR (Bldg #2134)

a. S-3

(1) Talk to Ground Training (Update PFT/CFT scores, Bring PT gear for height, weight).

(2) *(Aircrew) Turn in logbooks and ATJ to the clerks.*

(3) *(Pilots) Flight O In-Brief: They will give you a 30 minute download on what to expect at the squadron. Ask for the Quantico Special map, Baltimore/Washington Helo route map, and a Tactical Pocket Guide. Coordinate any snivs you need, ask when you will start ground school.*

(4) *(Pilots) Schedule Writers: See if they have your name placard on the wall for scheduling. Ask for a brief about the boards in the room behind the ODO desk, trip lists, the R&I binder, etc.*

b. S-6 ALIMS. Turn in a copy of your annual Information Assurance training certificate. Fill out the paperwork to request your WHMO (White House Military Office) email account. Some paperwork will require signatures from Security Admin. You may need to come back occasionally to check on the progress of your account request until it is completed. Once complete, and ALIMS sets up your WHMO account, they will issue select personnel a laptop, windows phone, and iPad (for the duration of your time at HMX).

c. S-1/Fiscal. Bring your Government Charge card so you can provide the number. You will need your bank's routing number and account number to process your paperwork.

d. Cage Flight Equipment (Helo Aircrew). You will be issued a Bose headset, and LEP sunglasses. Also make sure to order your VH nameplates and bring your POTUS and VPOTUS patches to have Velcro sewn on.

e. Physical Security (Room 136). Turn in a copy of your Anti-Terrorism Level 1 training certificate.

10. STAKE HANGAR (Bldg #2133)

a. S-5. See the SACO for check in, to be entered into the SACO database and schedule the new check-in urinalysis.

b. FRO. Katie Mello. Give her your spouse/significant other's contact info.

c. DOSS

(1) Check out an Arrive Alive Card

(2) *(Aircrew)* Turn in a copy of your DIFOP orders for your NATOPS jacket

(3) *(Aircrew)* Check your own expiration dates to make sure you aren't about to expire on anything, especially Water Survival (IGS/Instrument Check, NATOPS, CRM)

(4) *(Aircrew)* Turn in your NATOPS jacket (after using it at Aviation Supply)

(5) *(Aircrew)* Turn in Admin Up Chit that you received from Flight Surgeon at Medical

(6) *(Pilots)* Complete the Open Book Course Rules Exam

(7) *(Pilots)* Complete any Open Book NATOPS tests they need

(8) *(Pilots)* Pick up all pubs (NATOPS/PCLs for all aircraft you will fly)

d. S-4

(1) *(Enlisted)* Get in touch with the Barracks Manager for a room in the Barracks

(2) (Enlisted) Register your Meal Card information

e. Stake Flight Equipment. Downstairs in the Stake Hangar. *Aircrew: They can sew Velcro on your POTUS and VPOTUS patches from Aviation Supply. Give them your helmet to put on a new HMX helmet cover. All Tilt Rotor pilots are required to turn in your flight helmet to Stake Flight Equipment.*

11. Additional Information

a. AOM (Officers). There is a daily AOM that begins at 0800. HMX is a dynamic environment, and the daily AOM is a way to pass information.

b. Parking (All Hands). Do not park in designated spots, or directly in front of the hangars. Prime parking is the “Lucky Lot”; it is the northern lot closest to the hangars (on the right when you enter the Air Station). Next is the MCAF Bldg lot (on the left when you enter the Air Station). Parking is also available at Larson’s Gym; south of the HMX hangars across from OCS.

c. Regional Issue Facility (RIF). 521 Broadway St near Q-Town, for issued gear like Gortex, sleeping bags, etc. You can choose what you wish to get issued, if anything at all. It is a good idea to pick up a sleeping bag and mat for use on the C-17.

Useful Internet links/information:

Quantico Base Check In procedures (good base/area information)

<http://www.quantico.usmc.mil/activities/dispay.aspx?PID=1676&Section=CO>

Quantico Base Phonebook:

http://www.quantico.marines.mil/Portals/147/Docs/Phone%20Directory/Quantico_2013_TelephoneDirectory.pdf



MARINE HELICOPTER SQUADRON ONE CHECK IN/OUT SHEET



RANK	LAST	FIRST	MI	LAST 4/MOS
NEW JOIN / PCS / PCA / EAS / RETIREMENT				DATE: _____
BUILDING 2134				
-	CO (RM W244)	_____		- PROGRAM SECURITY OFFICER _____
	(OFFICERS ONLY)			- COMMAND FINANCIAL SPECIALIST _____
				(Each Dept has a representative)
-	XO (RM W244)	_____		
	(OFFICERS ONLY)			
-	SGTMAJ (RM W244)	_____		BUILDING 2132
	(ENLISTED ONLY)			- MEDICAL _____
				(CHECK IN: Tuesdays 1300-1430)
-	ADJUTANT (RM W244)	_____		- DENTAL _____
	(LAST STOP FOR CHECK IN/OUT)			
-	MOTORCYCLE PRESIDENT	_____		BUILDING 2133
	(CHECK IN/OUT) (RM W244)			- S-4 (RM G210) _____
-	VOTING (RM W244)	_____		- DOSS/NATOPS (RM G219) _____
	(SF 76 is provided)			- GROUND SAFETY (RM G219) _____
-	S-1/FISCAL (GTCC)	_____		- S-5 (RM G212) _____
-	S-2 (RM W280)	_____		- FAMILY READINESS (RM G218) _____
	(M-Th 1000)			- SACO (RM G221) _____
-	S-3 (RM W215)	_____		
	(AIRCREW ONLY)			BUILDING 2100
-	Tattoo Screening	_____		- CHAPLAIN _____
	(S-3 & Squadron Gunnery Sergeant)			
-	S-6 ALIMIS (RM W260)	_____		BUILDING 2104
-	MAIL ROOM (RM W230)	_____		- SINGLE MARINE PROGRAM
-	CAREER PLANNER (RM W231)	_____		REPRESENTATIVE
	(ENLISTED ONLY)			(SSGT JACOBS #44731, STAKE TR GYSGT
				LAMBERT #44719 STAKE I-AVI)
-	UNIT VICTIM ADVOCATE	_____		BUILDING 2106
	(MAJ CLARK, CAPT ORTIZ, CAPT THOREEN,			- BEQ MANAGER _____
	CAPT MILLER, SSGT SMITH, AND SGT VOONG)			(SINGLE E5 & BELOW)
-	TRAINING (RM W215)	_____		BUILDING 2121
	*Must have green on green			- SSD _____
	PT Gear to check in.			- CBRNC (SECURITY ONLY) _____
	*Must bring BIR/BTR/EDU			- SAD (PILOTS & AIRCREW) _____
-	SECURITY ADMIN (RM W122)	_____		BUILDING 2110
-	KEY CONTROL (W136)	_____		- ARMORY _____
	(CHECK OUT ONLY)			
-	EQUAL OPPORTUNITY	_____		MAINTENANCE SECTION
	REPRESENTATIVE			(MAINTENANCE MARINES ONLY)
	(GYSGT RIVERA, GYSGT PEREZ			
	AND SSGT VANCURA)			- DEPARTMENT HEAD _____
-	PLANS (RM W273)	_____		
	(1000-1030)			



**MARINE HELICOPTER SQUADRON ONE
CHECK IN/OUT SHEET**



- MAINTENANCE ADMIN _____
(ALL PILOTS)

- MAINTENANCE CHIEF _____

- QUALITY ASSURANCE _____

- TOOL ROOM _____

- FLIGHT EQUIPMENT _____
(ALL PILOTS & AIRCREW)

- GSE _____

- HAZMAT _____

MCB QUANTICO

(NOT REQUIRED FOR PCA)

- FAMILY HOUSING OFFICE _____
(BLDG 13201)

- EFMP (571)931-0524 _____

(122 NEVELLE RD QUANTICO, VA 22134)

- SECURITY BATTALION
VEHICLE/WEAPON/PET
REGISTRATION _____
(BLDG 27130A)

- MILITARY POST OFFICE _____
(BARRACKS RESIDENTS ONLY)
(BLDG 716)

- BACHELOR HOUSING OFFICE _____
(SINGLE/GEO BACHELOR SNCO & OFFICERS)
(LIVERSEDGE HALL, BLDG 15, 2ND DECK)

- TRICARE SERVICE CENTER _____
(CHECK IN ONLY)
(BLDG 3259)

- MCCS FINANCE _____
(CHECK OUT ONLY)
(LITTLE HALL, BLDG 2034, 2ND DECK)
(0800-1600)

- MCIA _____
(CHECK OUT ONLY, IF DIRECTED BY S-2)
(BLDG 2033)

- NCR RIF _____
(BLDG 3169)

PRO/CON MARKS

(CPL & BELOW)
(CHECK OUT ONLY)

- SNCOIC _____

- OIC _____

FITNESS REPORT COMPLETE

(SGT & ABOVE)
(CHECK OUT ONLY)

- RS _____

- RO _____

IPAC (BLDG 2006)

- ORDERS CLERK _____

- UNIT DIARY CLERK _____

MARINE

I CERTIFY THAT I HAVE COMPLETED ALL
REQUIREMENTS OF THE CHECK IN/CHECK OUT
PROCESS FOR HMX-1 AND MCB QUANTICO.

SIGNATURE OF MARINE _____ **DATE** _____

ADJUTANT

(RETURN CHECK IN SHEET TO) OR
(FINAL CHECK OUT PRIOR TO IPAC)

SNM/SNO HAS COMPLETED ALL OF THE
REQUIREMENTS OF THE CHECK IN/OUT
PROCESS FOR HMX-1.

RANK/NAME _____ **DATE** _____

*** MARINES MUST GO TO SECURITY
AND HAVE THEIR STICKERS SCRAPED
PRIOR TO COMING TO THE
ADJUTANT'S SHOP. THE
ADJUTANT'S SHOP IS THE LAST
PLACE A MARINE WILL CHECK OUT
OF PRIOR TO GOING TO IPAC.
SECURITY CAN PROVIDE A
TEMPORARY PASS FOR MARINES WHO
STILL NEED TO ENTER MCAF.**